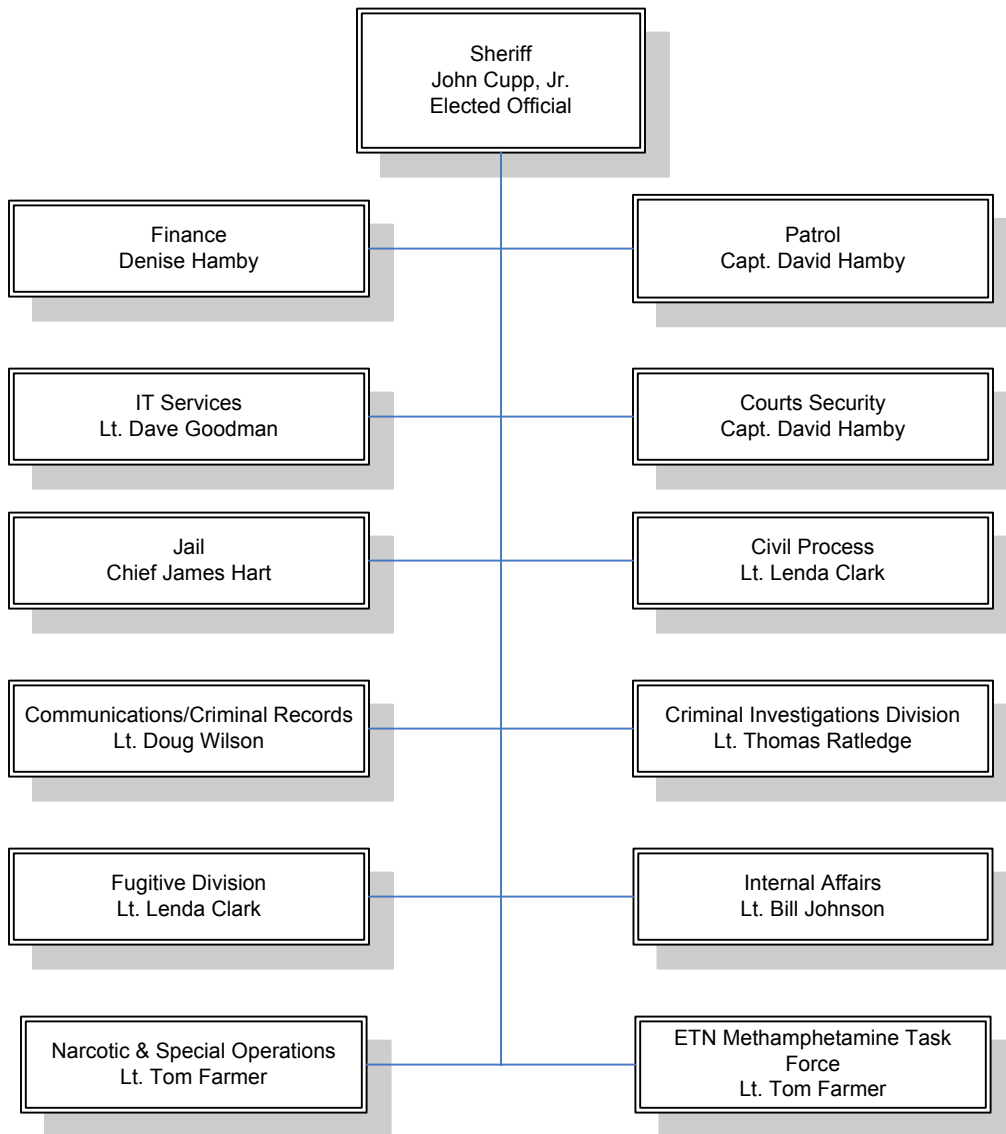
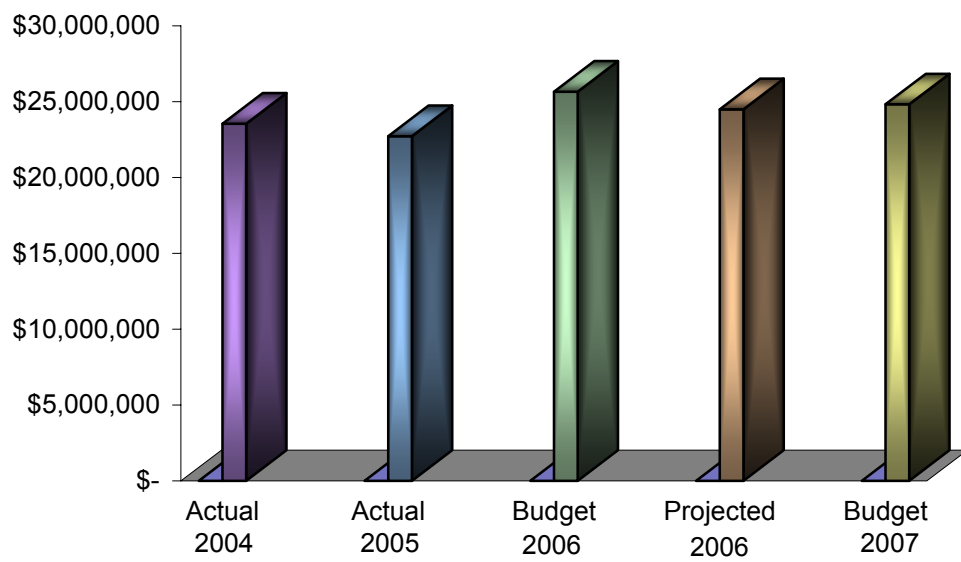


Sheriff's Fund

The Sheriff's Fund was established to account separately for all revenue and expenditures for the Sheriff's Department due to the large amount of activity. This fund is accounted for using the modified accrual method of accounting.



Sheriff Fund Expenditures



Sheriff Fund Budget Summary
SPECIAL REVENUE FUND
Schedule of Revenue and Expenditures

	Actual 2004	Actual 2005	Amended Budget 2006	Projected 2006	Adopted Budget 2007
<u>Revenues</u>					
Intergovernmental	5,972,808	3,769,390	4,852,008	4,277,643	2,588,608
Charges for Services	138,528	68,955	40,500	31,140	40,500
Fine, forfeitures and penalties	663,055	627,319	616,100	553,355	600,500
Investment Earnings	27,770	32,106	10,000	44,871	10,000
Miscellaneous	504,111	477,854	492,200	417,231	653,000
Interfund Transfers from other funds	15,110,918	16,424,447	19,828,826	19,978,826	21,438,706
Total Revenues	22,417,190	21,400,071	25,839,634	25,303,066	25,331,314
<u>Expenditures</u>					
Sheriff					
Administration	1,416,117	1,115,897	1,619,343	1,335,928	1,682,306
Patrol	5,485,991	5,764,429	5,799,459	5,867,155	6,117,274
Jail	9,128,148	9,245,756	9,621,157	9,579,479	10,150,986
Criminal Records/Courts	976,449	901,796	722,863	682,228	732,533
Communications/Civil Process	1,352,036	1,313,789	1,537,437	1,351,059	1,444,665
Major Crime	1,237,249	1,174,345	1,567,007	1,136,147	1,818,303
Fugitive Division	926,598	928,830	1,612,363	1,460,588	1,663,295
DUI Division School	116,714	8,051	-	-	-
Narcotics & Special Operations	916,740	884,207	962,436	966,332	1,028,897
Domestic Violence Task Force	49,364	49,747	-	11,937	-
COPS In Schools Program	380,820	7,221	-	-	-
IV-D Civil Process	134,873	137,727	147,785	156,037	164,231
Other	1,421,599	1,196,804	2,068,471	1,948,899	15,588
Total Expenditures	23,542,698	22,728,599	25,658,321	24,495,789	24,818,078
Excess of Revenues Over (Under) Expenditures	(1,125,508)	(1,328,528)	181,313	807,277	513,236
Net Encumb (beginning less ending)	(64,408)	123,060	-	-	-
Beginning Fund Balance	2,542,917	1,353,001	147,533	147,533	954,810
Fund Balance at end of year	1,353,001	147,533	328,846	954,810	1,468,046

Sheriff Administrator – 6501

FUNCTION

To provide administrative direction and operational guidance to the Sheriff's office.

PERFORMANCE GOALS AND OBJECTIVES

1. Provide the County with properly equipped and professionally trained law enforcement personnel
2. Efficiently maintain and monitor all revenue expenditures for the Sheriff's office
3. Obtain new grants for the Sheriff's office

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 540,302	\$ 441,614	\$ 765,888	\$ 736,560
Employee Benefits	211,556	183,293	291,078	330,555
Operations	664,259	490,990	562,377	615,191
Total Expenditures	\$ 1,416,117	\$ 1,115,897	\$ 1,619,343	\$ 1,682,306
 Authorized Positions	 13.63	 12.63	 11.63	 14.63

Patrol – 6502

FUNCTION

This section is made up of the Uniform Patrol, Traffic, K-9, School Patrol, DARE, and the School Resource Officers (not under grant).

PERFORMANCE GOALS AND OBJECTIVES

1. General patrol duties include responding to calls for service, and preventive patrol in neighborhoods within the unincorporated areas of the County
2. Identify traffic patterns and traffic violations, reduce traffic accidents, and investigate all motor vehicle accidents including all of the County's in-house or County owned vehicles, traffic direction, and control at certain County schools during the morning and afternoons
3. Identify, enforce and remove drunken drivers from our roadways
4. The K-9 Officers and dogs are utilized in the following areas
 - A. Drug Detection and criminal drug patrol
 - B. Building searches
 - C. Tracking lost or missing children and adults
 - D. Apprehension of fleeing or wanted criminals or suspects
 - E. Jail security or suppression during shakedowns, escapes, etc.
 - F. General patrol duties
5. Patrol of our waterways to promote safety for commercial and pleasure boats
6. Neighborhood Watch/Community Policing presentations regarding crime prevention
7. TIBRS – Tennessee Incident Based Reporting System – clerks and patrol personnel review, classify, and conduct computer entry of all required incidents within the unincorporated areas of the county which is mandated by the Tennessee Bureau of Investigations
8. Provide the schools with law enforcement personnel professionally trained as School Resource Officers to ensure a safe and secure environment conducive to learning
9. Provide the schools with law enforcement personnel professionally trained in the D.A.R.E. curriculum to educate students in resisting drugs

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 3,244,318	\$ 3,299,340	\$ 3,502,691	\$ 3,587,289
Employee Benefits	1,739,379	1,789,038	1,596,457	1,824,485
Operations	502,294	676,051	700,311	705,500
Total Expenditures	\$ 5,485,991	\$ 5,764,429	\$ 5,799,459	\$ 6,117,274

Authorized Positions	99	99	90.5	90.5
-----------------------------	-----------	-----------	-------------	-------------

Jail – 6503

FUNCTION

The mission of the Hamilton County Jail is to:

- Enforce the Tennessee Criminal Laws Annotated
- Provide a secure confinement facility and trained personnel capable of providing safe and humane custody, control and security of all incarcerated persons
- Maintain a close working relationship with other criminal justice agencies of Hamilton County, to enhance overall law enforcement efforts, and to protect the citizens of Hamilton County
- Operate a cost effective, constitutionally correct confinement facility under humane conditions

PERFORMANCE GOALS AND OBJECTIVES

1. Provide programming opportunities for the inmate population that enhances basic life skills
2. Maintain a safe and secure jail
3. Protect the health and welfare of all inmates
4. Begin physical plant improvements as outlined in FY 2005 budget proposal
5. Hire two correctional counselors
6. Transition policies, procedures, and practices from the American Correctional Associations standards for Adult Local Detention Facilities from the 3rd edition to the new 4th edition performance based standards
7. Design and develop a Corrections Division informational video
8. Upgrade the lighting of the 4th through 6th floors to bring them into minimum lighting level
9. Develop and implement procedures to comply with the Tennessee Incident Based Reporting System
10. Develop in partnership with CCA Silverdale and Emergency Services a comprehensive mass emergency evacuation plan for the jail and Silverdale in the event of a natural disaster
11. Install PC's on all posts
12. Have post orders accessible online
13. Recruit volunteers to implement a methamphetamine anonymous program for inmates

PROGRAM COMMENTS

1. An Adult Basic Education and G.E.D. program has been implemented. Onsite jail G.E.D. tests are conducted once a quarter recognizing a 90% success rate for inmates receiving their G.E.D.
2. Alcoholics Anonymous and Narcotics Anonymous programs for inmates have been instituted
3. Various religious services for English and non-English speaking inmates have been instituted
4. An Anger Management program for inmates has been instituted
5. An average of 23,300 inmates have participated in 20 different religious and programming opportunities each year over the last three calendar years
6. Have re-designed the Basic Corrections Officer Course into a 200 hours program consisting of classroom, practical application, testing, homework assignments, and on-the-job training
7. Have re-designed the Corrections in-service program into a 40 hour annual program that is run nine times through the calendar year to ensure every Corrections Division employee completes the State required training
8. Formed and implemented Corrections Division Training and Safety Committees
9. Operating a Sentence Management Section to maintain inmate sentence information, coordinate with other agencies for the transfer of inmates, and for the management of inmate records
10. Developed and implemented an inmate fee program
11. Enhanced the inmate legal research program that now includes a legal research person to come on site as well as typewriter and copy machine access
12. Continued to operate a full service 24/7 health service program contract with a local hospital
13. Designed, filmed, and implemented an inmate orientation video
14. Developed and implemented a policy and procedure manual on inmate sexual assaults that complies with the Prison Rape Elimination Act of 2003
15. Published the 2nd edition of the inmate handbook
16. Policy and procedures are now available online at the HCSO website
17. Retro-fit of all old locking mechanisms completed in 2006
18. Retro-fit of the public elevator completed in 2006
19. Developed a HCSO Corrections Division recruitment brochure
20. Installed new fingerprint and mug shot equipment in 2006
21. Assigned two correctional officers full time to operate the inmate laundry program

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 4,399,322	\$ 4,364,935	\$ 5,106,963	\$ 5,306,591
Employee Benefits	2,532,401	2,637,930	2,554,890	2,939,595
Operations	2,196,425	2,242,891	1,959,304	1,904,800
Total Expenditures	\$ 9,128,148	\$ 9,245,756	\$ 9,621,157	\$ 10,150,986
 Authorized Positions	 159.5	 157.5	 157.5	 160

Criminal Record/Courts – 6504

FUNCTION

The Court Officers provide security for the courtrooms and help aid the judges, if necessary. They are responsible for the Grand Jurors and the jurors who service at the trials. They must escort them to lunch, if necessary, and if they are sequestered, stay with them at all times. The Records Division prepares and maintains complete record systems for the department which includes statistical and summary reports, classifying and coding incidents and other related office and clerical work.

PERFORMANCE GOALS AND OBJECTIVES

1. Preparing criminal related records and statistical and summary reports to be readily available to all Law Enforcement, Parole and Probation, Court Systems and the District Attorney's Office
2. To make sure all security in the courtrooms is maintained efficiently and affectively

PROGRAM COMMENTS

The Court Security Division has probably been one of the most rapidly changing services the Hamilton County Sheriff's Office provides. Since September 11th 2001 this division has overhauled security in the courts 100%. Patrols have been added plus the addition of a scanning system for weapons with full time manning of these stations.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 628,475	\$ 580,861	\$ 470,264	\$ 474,232
Employee Benefits	323,312	306,345	239,045	247,301
Operations	24,662	14,590	13,554	11,000
Total Expenditures	\$ 976,449	\$ 901,796	\$ 722,863	\$ 732,533

Authorized Positions	23	22	14.63	14.63
-----------------------------	-----------	-----------	--------------	--------------

Communications – 6505

FUNCTION

To assist citizens seeking access to public safety resources and to maintain quality liaison with various criminal justice entities with Hamilton County, such as Hamilton County EMS, Fire, Rescue Services, municipalities and public safety employees needing to communicate. All communications personnel are governed by the laws affiliated with Laws of Tort in the preservation of life and property for the general public. The Communications Division provides the highest level of services possible to the public for emergency and non-emergency calls.

PERFORMANCE GOALS AND OBJECTIVES

1. Dispatch all police calls in a timely and accurate fashion for Hamilton County Sheriff's Department, Red Bank, Collegedale, Walden's Ridge, and Signal Mountain Police Departments
2. Expand the use of computers to retrieve more efficiently computer-generated information from the TIES – "State System" and NCIC – "National Crime Information Center"
3. To serve all Civil Process from the Courts
4. To insure all papers are served properly and on a timely basis

PROGRAM COMMENTS:

The Dispatch Center dispatches for the Hamilton County Sheriff's Department, Red Bank Police, Collegedale Police, Walden's Ridge Police and Signal Mountain Police.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 897,941	\$ 857,591	\$ 1,015,569	\$ 925,264
Employee Benefits	434,978	428,060	479,691	497,091
Operations	19,117	28,138	42,177	22,310
Total Expenditures	\$ 1,352,036	\$ 1,313,789	\$ 1,537,437	\$ 1,444,665

Authorized Positions	34.5	35.5	36	31.5
----------------------	------	------	----	------

Major Crimes – 6506

FUNCTION

Promoting cooperative efforts between the law enforcement community and the citizens of Hamilton County, the Criminal Investigation Division seeks justice and an enhanced quality of life through a commitment to investigative excellence and successful prosecution as a means to dismantle and deter violent crimes, crimes against property and organized crime.

PERFORMANCE GOALS AND OBJECTIONS

1. Target particular crimes to provide proactive solutions in an attempt to curtail criminal activity in problem areas
2. Establishment of criteria to aid in the quicker solution of crime problems
3. Professionalism as it relates to the department's interaction with the public
4. Provide investigative services to the citizens of Hamilton County and assist them with any problems which arise as the result of crime
5. Designed a program to educate the public and investigate child sexual predators
6. Increase computer fraud and crimes investigations

PROGRAM COMMENTS

1. This division is one of four (4) divisions that fall under Investigative Services with one Lieutenant who supervises this division
2. Sheriff's Department provides arson investigation services to all areas of the County other than Chattanooga
3. Sheriff's Department provides any investigative services to smaller departments in Hamilton County which request assistance

2005 ACCOMPLISHMENTS

In 2005 the Hamilton County Sheriff's Office maintained a 100% clearance rate for homicides during the year 2005 while also obtaining the following clearance rates listed below. This division investigated 2,016 cases this year alone.

- 85% Clearance Rate on aggravated assaults
- 19% Clearance Rate for burglaries which is above the national average
- 48% Clearance Rate for thefts from buildings which is outstanding
- 100% Clearance Rate for kidnappings

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 736,388	\$ 692,378	\$ 719,179	\$ 797,204
Employee Benefits	367,156	376,697	330,908	407,739
Operations	133,705	105,270	516,920	613,360
Total Expenditures	\$ 1,237,249	\$ 1,174,345	\$ 1,567,007	\$ 1,818,303

Authorized Positions	19	20	16	18
----------------------	----	----	----	----



Fugitive Division – 6507

FUNCTION

- Responsible for processing arrests on all sworn warrants, Capias, Attachments issued by General Sessions Courts, Criminal Courts, Circuit Courts, Chancery Court, Civil Sessions Courts, and Juvenile Court. All arrest orders received by this Department must be entered on the computer into RMS (Records Management System), the Tennessee Repository for the Apprehension of Persons, and the National Crime Information Center.
- Keep logs and cross reference cards on all NCIC and TRAP entries of wanted persons. Maintain a log of III Inquiries for three (3) years for TCIC and NCIC Audit purposes.
- Effect arrests on warrants, etc. from other counties in Tennessee as well as other states and maintains log sheets of daily activity
- Maintain Fugitive File Folders on all subjects charged as a fugitive for other states and make court appearances on same. Liaison services to other states on pending Fugitive cases. Keep track of waivers of extradition or extradition paperwork.
- Transport prisoners from other jurisdictions within the State of Tennessee as well as other states, whether it is on Post Conviction Petitions, Waivers of Extradition, the IAD (Interstate Agreement on Detainers) or Governor's Warrants. Liaison with the Courts, District Attorney's Office, Department of Corrections, Governor's offices on said cases
- Liaison with the Criminal Court of Appeals and Tennessee Supreme Court on cases pending appeal from the Criminal Courts. Obtain decisions on said appeals and coordinate paperwork with the Criminal court Clerk's Office.
- Responsible for processing arrests on Child Support Attachments

PERFORMANCE GOALS AND OBJECTIVES

1. To maintain an effective working relationship with the Courts and the public
2. Reduce backlog of warrants to 5,000 within next five years
3. Establish a "State Warrant Team" consisting of employees from the District Attorney's Office, Courts, County and Cities Sheriff's and Police Departments to identify all misdemeanor and felony Warrants that are no longer serviceable because of their age, unknown or lack of witnesses for prosecution
4. Provide access to Auto Trak, Accurint, or other database to be used as a locating/investigative tool
5. Provide access to CAD information regarding addresses for officer safety purposes
6. Provide more computer training so that officers will become more efficient in preparing warrant logs, etc. to share with patrol division and other agencies in Hamilton County
7. Provide all officers receive training to become a certified query operator on NCIC/TIES/NLETS System

PROGRAM COMMENTS

1. For the fiscal year 2005-2006, the Fugitive Division received 18,030 warrants from Sessions and Criminal Court. This amount does not include the warrants received from Circuit, Chancery or Juvenile Court, nor does it include any warrants received from other counties in Tennessee or other states.
2. Also, during this period of time, the Fugitive Division made 4,323 arrests, serving 6,798 warrants by making those arrests. The arrest figures are actually higher than this because many people surrender to the jail at night or on weekends after being contacted by the Fugitive Detectives.
3. There were 226 Criminal Summons and Habitual Traffic Offender petitions served by the Division.
4. There were 341 people arrested and charged as fugitives from other states.
5. In this twelve (12) month period, the Fugitive Division made 314 prisoner transports either from other Counties in Tennessee or other States. The number of transports always varies according to the movement of prisoners on the IAD, Waivers of Extradition when apprehended in another State, Post Conviction Petitions, etc. These figures do not include prisoners transported by contract by the U.S. Marshal's Office, TransCor or PTS. The cost will also vary due to location of inmates when apprehended.
6. The Hamilton County Sheriff's Department entered into a contract with Tennessee Department of Human Services to perform the service of all IV-D related process papers and attachments. Two detectives are assigned to the Fugitive Division to exclusively service attachments for back child support. For the FY 2006, 1,135 child support attachments were received and 606 were served.
7. In January 2003, the Fugitive Division was given the added task of serving all court ordered transports for mental evaluation. During this fiscal year, 37 mental commitment orders were received and processed. The average time spent on each order is 4 hours. Two detectives are sent on each order.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 609,147	\$ 608,963	\$ 1,066,331	\$ 1,063,211
Employee Benefits	277,329	290,049	500,432	551,984
Operations	40,122	29,818	45,600	48,100
Total Expenditures	\$ 926,598	\$ 928,830	\$ 1,612,363	\$ 1,663,295
 Authorized Positions	 16.50	 18.63	 30.63	 28

DUI School – 6508

FUNCTION

Monitor all courts in Hamilton County for DUI offenders. Instruct these people where to go to pay for and schedule their DUI School. Work with the District Attorney's office, the Judges, and Police Officers to insure all DUI cases are handled properly.

PROGRAM COMMENTS

This program was eliminated in FY 2006.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 54,961	\$ 3,484	\$ -	\$ -
Employee Benefits	20,736	1,904	-	-
Operations	41,017	2,663	-	-
Total Expenditures	\$ 116,714	\$ 8,051	\$ -	\$ -

Authorized Positions	2.67	-	-	-
-----------------------------	-------------	----------	----------	----------



Special Operations – 6509

FUNCTION

The Special Operations function is to promote cooperative efforts between the law enforcement community and the citizens of Hamilton County. The Narcotics and Special Operations Division seek justice and an enhanced quality of life through a commitment to investigative excellence and successful prosecution as a means to dismantle and deter narcotics, vice and organized crime.

PERFORMANCE GOALS AND OBJECTIVES

1. Target particular narcotics crimes and suspects to provide proactive solutions in an attempt to curtail narcotics activity in problem areas
2. Establishment of criteria to aid in the quicker solution of narcotics problems
3. Professionalism as it relates to the department's interaction with the public
4. Provide investigative services to the citizens of Hamilton County and assist them with any problems that arise as the result of illegal narcotic problems
5. Furtherance of the Pharmacy Fraud Program with projected increases
6. Enhance the detection and prosecution of identity theft through fraud/forgery investigations as they relate to narcotics

PROGRAM COMMENTS

1. The Narcotics and Special Operations units currently have nine (9) investigators, two (2) K-9/ Interdiction Deputies and one (1) secretary
2. The Sheriff's Office provides the Pharmacy Fraud Program to the entire County including eleven (11) municipalities, with the City of Chattanooga being the largest. This provides monitoring of over two hundred (200) pharmacies and medical care facilities. There are two (2) detectives assigned to this program full time
3. The Sheriff provides detectives to the DEA and FBI Task Forces. There are three (3) detectives assigned to this program full time
4. Personnel assigned to the division gather, analyze, and disseminate information pertaining to drug activity which may or may not result in an investigation and subsequent prosecution of the drug offenders. Personnel are often required to assist other divisions and agencies with investigations such as internal affairs, major homicides, witness management, escapes, corruption and racketeering and most wanted fugitives, major fraud, and most wanted fugitives. Unique and/or special skills and abilities such as surveillance (physical/electronic), evidence collection (audio/video) undercover, source management and special weapons and tactics are required

ACCOMPLISHMENTS

The division accomplishments are a result of the increased performance by drug agents which is a testament of the professionalism, dedication and commitment to the goals and objectives of this Sheriff's Office.

	<u>Actual</u> <u>2004</u>	<u>Actual</u> <u>2005</u>	<u>Actual</u> <u>2006</u>
Arrest / State	187	397	202
Arrest / Federal	20	18	11
Seized Drugs (Street Value)	\$ 724,715	\$ 2,112,355	\$ 1,228,659
Investigative Reports	448	695	620
Joint Investigations	43	122	177
Assist Agencies	112	217	175
Drug Awareness	12	37	34
Case Initiations	142	338	194
Case Closed	204	87	191
Smuggling Investigations	61	42	58

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 519,785	\$ 485,249	\$ 626,796	\$ 657,724
Employee Benefits	331,429	333,394	259,450	305,653
Operations	65,526	65,564	76,190	65,520
Total Expenditures	\$ 916,740	\$ 884,207	\$ 962,436	\$ 1,028,897
 Authorized Positions	 13	 14	 14	 14

Domestic Violence Task Force – 6512

FUNCTION

The Domestic Violence Task Force's focus is on the Federal and State priority of Domestic/Family Violence and Victim Assistance. It is designed to reduce the incidence of domestic violence in Hamilton County and provide needed support for its victims through specialized investigation by law enforcement, expedited prosecution, improved victim advocacy services, shelter, counseling, training and education, increased community awareness and increased collaboration among agencies.

PERFORMANCE GOALS AND OBJECTIVES

1. To provide specialized domestic violence investigative services within the unincorporated and contract portions of Hamilton County
2. To provide victim assistance services including court advocacy, shelter, counseling, recording devices, emergency telephones, personal and residential panic alarms and other follow up services necessary to secure safety
3. To train other law enforcement personnel on procedures in effectively investigating domestic violence cases. This training includes continuous updates on new and changing laws involving domestic issues
4. To provide community awareness and education of the problem of domestic violence and its impact on the family and society as a whole in an effort to promote a strong and positive community response of zero tolerance

PROGRAM COMMENTS

This division is funded by a state grant. All Domestic Violence cases are followed up on by a Domestic Violence investigator assigned to the Hamilton County Sheriff's Office Criminal Investigations Division who contacts the victim. This contact consists of a safety plan, educational information, important contact information regarding available services in the community and a follow-up regarding any changed conditions since the initial call.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 36,038	\$ 29,967	\$ -	\$ -
Employee Benefits	13,326	19,780	-	-
Operations	-	-	-	-
Domestic Violence Grant	-	-	-	-
Total Expenditures	\$ 49,364	\$ 49,747	\$ -	\$ -
Authorized Positions	1	1	-	-

Personnel moved to organization 6506

Cops in Schools Program – 6514

FUNCTION

To provide eight (8) middle schools with professionally trained School Resource Officers (SRO). This is a three (3) year grant from the Department of Justice.

PROGRAM COMMENTS

This program was eliminated in FY 2006.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 230,240	\$ 3,209	\$ -	\$ -
Employee Benefits	95,135	4,012	-	-
Operations	55,445	-	-	-
Total Expenditures	\$ 380,820	\$ 7,221	\$ -	\$ -

Authorized Positions	8	8	-	-
----------------------	---	---	---	---

Personnel FY 02 has been moved to Patrol

IV D Civil Process – 6519

FUNCTION

This department is responsible for:

- The proper execution and return to the courts of any legal orders and / or documents civil in nature; that includes Detainer Warrants, Writs of Possession in regard to evictions and recovery of property; jury summons, Grand Jury summons, subpoenas, civil summons for divorce actions, orders of protection, etc.
- Enters all civil processes received into FileMaker Pro and entries of Orders of Protection into TCIC & NCIC protective order files and do validations on same. Run III inquires for Order of Protection entries and maintain a log/ledger on inquiries for two years for audit purposes. Update information in FileMaker Pro and TCIC/NCIC regarding any civil process.
- Responsible for liaison between Grand Jury Foremen, District Attorney General's Office and officers giving testimony to the Grand Jury. Maintain order in the Grand Jury waiting room.
- The Hamilton County Sheriff's Department entered into a contract with Tennessee Department of Human Services to perform the service of all IV-D related process. Two civil process officers are assigned to exclusively serve summons regarding child support matters.

PERFORMANCE GOALS AND OBJECTIVES

1. To service 60% to 75% of all process received
2. Further maintain an effective working relationship with the Courts, Attorneys and public at large
3. Provide computer training to officers so they may update the information in FileMaker Pro in regard to the civil process they are issued
4. See to having all civil process officers certified according to POST (Police Officers Standards of Training) rules and regulations
5. Provide access to Accurant or Auto Trak as a locating/investigating tool
6. Provide access to CAD information regarding addresses for officer safety purposes
7. Expand the use of computers to retrieve more efficient computer-generated information useful in locating individuals in regard to non-payment of child support and other IV-D related matters.

PROGRAM COMMENTS

For the FY 2006, the Civil Division received 45,268 civil papers to process and serve. There were 22,884 of those papers served and 20,820 were returned to the Courts null bona. Three percent (3%) remained outstanding due to the 30 day return of service not having expired. These figures are slightly higher than the past fiscal year due to the fact that Civil Process Clerks are now entering distress warrants into FileMaker Pro.

The Hamilton County Sheriff's Department has entered into a contract with the Tennessee Department of Human Services in which members of the Sheriff's Department will perform service of all IV-D related process papers and attachments properly issued by Tennessee Judicial Authorities. The Tennessee Department of Human Services has agreed to pay sixty-six percent (66%) of the total cost, not to exceed \$144,986 for FY 2006.

Expenditures by type	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Employee Compensation	\$ 76,802	\$ 74,332	\$ 78,077	\$ 82,515
Employee Benefits	37,400	41,503	48,936	56,240
Operations	20,671	21,892	20,772	25,476
Total Expenditures	\$ 134,873	\$ 137,727	\$ 147,785	\$ 164,231
 Authorized Positions	 4	 4	 4	 4

Other – 6516, 6517, 6518, 6520, 6550

FUNCTION

1. Methamphetamine Lab Grant – 6516 – Provided help to local, state and federal law enforcement with the proper equipment, training and support needed to combat the major fight against producers and traffickers of methamphetamine. To provide funding for local efforts to enforce the laws in the region and to investigate offenders involved in the procurement, production and distribution of methamphetamine. This is a grant from the Department of Justice. A continuing grant has been applied for the upcoming year.
2. Tennessee State Sexual Offenders – 6550
3. Traffic Grant (CATS) – 6517 – Was a grant designed and implemented to computerized traffic records management system. This is a grant from the Governor's Highway Safety Office.
4. R.I.D. Grant - 6518 – The Sheriff's Department received a grant from the State Department of Transportation through the Governor's Highway Safety Program. For this program, Sheriff's Department Officers utilized for saturation patrols to identify and arrest impaired drivers. Officers established sobriety checkpoints during peak hours identified when most drunk drivers are on the roadways. Officers also identified and sought out the multi-offender/driver who had been identified as having an alcohol problem and continued to drive while license was restricted or revoked.
5. COPS Homeland Security Overtime – 6520 – This department was responsible for: Special Operations and Tactics Division along with other specialty divisions including the Sheriff's Office Dive Team. The SWAT team and dive team were primarily a division when it comes to certain issues within homeland security. The Overtime serves in the offsetting of costs of crisis response and also training. With the additional monies were able to add a state hostage negotiation team.

Departments	Actual 2004	Actual 2005	Budget 2006	Budget 2007
Methamphetamine Lab Grant	1,297,763	1,110,116	1,973,286	-
Traffic Grant (CATS)	27,582	573	-	-
R.I.D. Grant	86,466	74,415	-	-
COPS Homeland Security	9,788	11,700	-	-
Justice Assistance Grant	-	-	69,510	-
Methamphetamine Task Force	-	-	25,675	-
Tennessee State Sexual Offenders	-	-	-	15,588
	\$ 1,421,599	\$ 1,196,804	\$ 2,068,471	\$ 15,588

